

# Access Rights Modification Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification of access rights for the [Project Name] due to recent updates that necessitate changes in user permissions as we progress.

Specifically, I would like to request the following changes:

- [User Name/Role] - Grant Access to [Specific Resources]
- [User Name/Role] - Remove Access from [Specific Resources]
- [User Name/Role] - Update Access Level to [New Level]

This modification will allow for better collaboration and ensure that all team members have the appropriate access to perform their duties effectively.

Please let me know if you need any additional information or require further clarification regarding this request. I appreciate your prompt attention to this matter.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]